



March 8, 2019

Meeting Notice
Village Council Meeting As
A Committee of the Whole
March 12, 2019

Notice is hereby given that the Whitehouse Village Council will meet as a Committee of the Whole on Tuesday, March 12, 2019, at 6:30 PM. This meeting will be held in the Council Chambers, Village Hall, 6925 Providence Street, Whitehouse, Ohio.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the February 12, 2019, Committee of the Whole Meeting Minutes
- IV. Citizen Comments on Committee of the Whole Agenda Items
- V. **General**
 - A. Zoning Discussion with Input from Concerned Citizen
 - **Recommended Action** – The Committee is asked to engage in a discussion regarding concerns on a zoning complaint at 6633 Providence Street
 - **Supporting Information** – Pictures of property (Exhibit A)
 - B. Discussion on Cherry Fest Activities
 - **Recommended Action** – The Committee is asked to engage in a discussion regarding Cherry Festival plans and accountability
 - **Supporting Information** – Letter to the Village Administrator (Exhibit B)
 - C. Economic Development Committee
 - **Recommended Action** – The Committee is asked to engage in a discussion regarding next steps in filling the Economic Development Committee seats. The Administrator recommends going into Executive Session to discuss filling seats.

- **Supporting Information** – Economic Development Committee Framework Document (Exhibit C)

VI. **Public Safety**

A. Tractor Trailer/Vehicle Stacking Concern on State Route 64

- **Recommended Action** – The Committee is asked to review Police Chief McDonough's letter and recommendation regarding the tractor-trailer stacking concern along State Route 64. Any changes to current approach are asked to be formalized by Committee action
- **Supporting Information** – Letter from Police Chief McDonough (Exhibit D)

VII. **Public Services**

A. Consideration of Designating Otsego Street as a One-Way Street

- **Recommended Action** – The Committee is asked to review Service Director Pilcher's options regarding traffic flow on Otsego Street. After reviewing the options, the Administrator recommends that no changes take place.
- **Supporting Information** – Memo from Service Director Pilcher (Exhibit E)

VIII. Citizen Comments

IX. Consider Other Business as Appropriate Under the Village Charter

X. Adjourn

Jordan D. Daugherty
Village Administrator

MEMORANDUM

FOR: Mayor Donald Atkinson and Members of the Whitehouse Village Council Meeting as a Committee of the Whole

FROM: Jordan D. Daugherty, Village Administrator

SUBJECT: March 12, 2019 Council Meeting as a Committee of the Whole

DATE: March 8, 2019

The Village Council is scheduled to convene as a Committee of the Whole on Tuesday, March 12, 2019 at 6:30 p.m. in Council Chambers, Village Hall, 6925 Providence Street, Whitehouse, Ohio 43571.

After the Council President calls the Committee of the Whole meeting to order, the Committee may review and approve the February 12, 2019 minutes.

The first agenda item is to have a zoning discussion with input from a concerned citizen

- **Recommended Action** – The Committee is asked to engage in a discussion regarding concerns on a zoning complaint at 6633 Providence Street
- **Supporting Information** – Pictures of property (Exhibit A)

Next the Committee will have a discussion on Cherry Fest Activities.

- **Recommended Action** – The Committee is asked to engage in a discussion regarding Cherry Festival plans and accountability
- **Supporting Information** – Letter to the Village Administrator (Exhibit B)

Third, the Committee can review the Economic Development Committee next steps.

- **Recommended Action** – The Committee is asked to engage in a discussion regarding next steps in filling the Economic Development Committee seats. The Administrator recommends going into Executive Session to discuss filling seats.
- **Supporting Information** – Economic Development Committee Framework Document (Exhibit C)

Next, the Committee can address the tractor trailer/vehicle stacking concern on State Route 64.

- **Recommended Action** – The Committee is asked to review Police Chief McDonough's letter and recommendation regarding the tractor-trailer stacking concern along State Route 64. Any changes to current approach are asked to be formalized by Committee action
- **Supporting Information** – Letter from Police Chief McDonough (Exhibit D)

Lastly, there may be a consideration of designating Otsego Street as a one-way street.

- **Recommended Action** – The Committee is asked to review Service Director Pilcher's options regarding traffic flow on Otsego Street. After reviewing the options, the Administrator recommends that no changes take place.
- **Supporting Information** – Memo from Service Director Pilcher (Exhibit E)

The Committee may consider any other business as appropriate under the Village Charter.

Respectfully submitted,

Jordan D. Daugherty
Village Administrator

A Committee of the Whole
February 12, 2019
6:30 PM

ROLL CALL: Bill May, Louann Artiaga, Richard Bingham, Rebecca Conklin Kleiboemer, Mindy Curry, and Bob Keogh. Also present were the following: Administrator Jordan Daugherty, Director of Public Services Steve Pilcher, Fire Chief Joshua Hartbarger, Clerk Susan Miller, Tom Malicki, Theodore Bennett, Katie Wambo, Karen Gerhardinger, and Jeff Yoder.

At 6:30 PM, President of Council, Bill May called the meeting to order.

Motion by Mindy Curry, seconded by Louann Artiaga to approve the minutes of the January 15, 2019 meeting. 6 ayes

President of Council, Bill May asked for Citizen Comments pertaining to Agenda items. There were none.

Public Services

The first order of business was to hear a presentation on ideas of a large-scale sewer project in the central to eastern parts of the Village.

- Pump station history
- Future options, pipeline routes, costs – construction and operational, regional considerations
- Field Avenue pump station nearing the end of its life, larger well needed – undersized for its Grade, hard on the pumps to continuously turn on and off, Force mains are from the 1960s and One of the pipes doesn't deliver the flow it should, undersized
- Field Avenue pump station, something needs to be done about the wet well, severe corrosion And odor due to hydrogen sulfide
- Recommendation: Replace existing Field Avenue pump station – upgrade pumping capacity, New structure, Pipeline options, Odor/Corrosion improvements, Further evaluation of Finzel Road Wet Well – structural repairs
- Current operational costs are utilities only, under \$50,000
- Option 1: Replace Field Avenue pump station, New 12 inch force main – easements, bypass Pumping, buried utilities, odor and corrosion control, 1,000gpm at 51 feet TDH, 15 horsepower Pumps, Estimated Costs: Construction \$2,450,000 Annual Operation \$175,000
- Option 2: Odor and Corrosion control, concern with 8 inch force main, 1,000 gpm at 167 feet TDH, 45 horsepower pumps, not a feasible solution
- Option 3: Replace Field Avenue pump station, Route force main to State Route 64 – minimal Easements, bypass pumping reduced odor and corrosion control, 1,000 gpm at 117 feet TDH, 30 Horsepower pumps, Costs: Construction \$1,850,000, Annual Operation \$151,000, May move Odor to near fire station, currently undergoing State Route 64 beautification process

- Option 4: Eliminate Field Avenue Pump Station with Gravity Sewer to Finzel Road, eliminates Pump station, Pipe diameter to be determined, buried utilities, bike path, stream crossing, Eliminates odor and corrosion control, Costs: Construction \$2,410,000 Annual Operation \$106,000, current odors generate in the Field Avenue force main
- Recommend Option 4: eliminate the Field Avenue pump station, new gravity sewer from Field Avenue to Finzel Road, Evaluation of Condition of Finzel pump station wet well
- Next step: Interceptor sewer – select pipe size – sewer pipe flow monitoring, pump runtime Records, future flow projection, Select Route – topographic surveying, utility coordination, Stakeholder coordination
- Next step preliminary design – Finzel Road – Structural evaluation of Wet Well – inspect well to Ascertain damage, Gravity Sewer drastically reduces odor/corrosion, recommendations
- Project financing
- Out for bid by the end of the year dependent upon funding sources funding timelines
- Sewer rates will be raised by approximately \$3/month
- The Village has 11 pump stations with potential to eliminate 2 with potential growth options
- Pump stations that feed into Field are gravity fed, no smell at the Field Avenue pump station

General

The next order of business is to hear a presentation on consulting proposals to create a Form-Based Code Ordinance.

- CT Consultants bid of \$33,000 is recommended, they have done work in the Dublin/Columbus Area, Poggemeyer bid of \$25,000

Motion by Louann Artiaga, seconded by Richard Bingham to recommend to Council to contract with CT Consultants for form - based code for the sum of \$33,000. 6 ayes

The next order of business was to discuss preferred quarterly bulk trash pick – updates in 2020.

- Roll offs, Garage truck, ARS stats for unlimited pick up, dates
- Eviction items left on the street across from PNC

The last order of business was to discuss moving Council and Committee of the Whole meeting times to 6:00 PM.

- A uniform start time for both meetings
- Earlier time, people come from work, they don't want to go home, settle in and come out again
- Older population attending

Other items discussed:

- One-way street by the post office

- March Committee of the Whole meeting - Economic Development committee applicants, people can apply by contacting Administrator Jordan Daugherty, the committee will meet quarterly
- Chamber quarterly update, where they left off, where we pick up
- Councilman Richard Bingham will be absent the second Council meeting in March
- Council pay, City status 2021, leveling pay with Economic Development committee, engaging With residents and staff, more complex issues, Council members as spokespersons for areas of The Village (Parks, streets, safety services), encouraging more people to consider the office, if You're doing it for the money – you're doing it for the wrong reason
- Splash pad, swimming, most pools are privately run, millions for a pool vs. \$100,000 for a splash pad, partnership with the school, paramount, medical mutual donations, funding on the ballot – Are people willing to fund it
- Safety services will have large expenses soon
- Weckerly Road light project contract for engineering going out this week, 3-4 week lead time to Get the poles for the light
- Chamber sold their building
- Loan to DWI, looking into if it needs formalized by Council
- SERTOMA club dinner, March 8 at the American legion, tickets are \$50, proceeds will go to Destination Whitehouse for Veteran's Memorial Park

Motion by Bob Keogh, seconded by Louann Artiaga to adjourn at 8:17 PM. 6 ayes

Respectfully submitted,

Susan Miller
Clerk of Council

These
pictures were
taken before
clean up.









Jordan:

February 22, 2019

Bill May and I formally request that the subject of Cherry Festival be added to the next Committee of the Whole agenda for the following reasons:

I would like to say up front that I am not necessarily opposed to Cherry Fest. I just think there needs to be some sort of accountability.

Cherry Festival was originally started as a way to fund improvements in the village park. When Downtown Community Partnership (a 501(C3)) took over Cherry Fest that original intent was still upheld. However, when the Chamber took over Cherry Fest something changed. As far as I know the Chamber has not made a donation to the park in at least 5 years.

I have requested and received from the Fire, Police, and Maintenance Departments a report on the amount of overtime each department expenses to ready the park for the festival as well as work during the festival. I had no problem with this expenditure when the festival was being run by a 501(C3) organization and proceeds were being used to benefit the park. However, the Chamber is not a 501(C3) and the proceeds have been going to support the Chamber, not the park. I have a big problem using tax payer dollars to pay for a private corporations benefit.

I am not in favor of the Carnival people camping in the park for an entire week. I have heard a number of comments from parents that would not let their child play in the park while the carnival people were there. Deserved or not "Carnie" people do not have the greatest reputation and parents who would normally let children play in the park alone now feared for their safety. Not only would they not let the children play in the park alone, the parents felt uncomfortable taking the children to the park at all

It was my understanding that the original intent of Cherry Fest was not only to fund improvements in the park but to promote local Whitehouse business. I would like to know exactly how many Whitehouse Business participated in Cherry Fest and if they paid the same rates as other outside Whitehouse vendors.

Last year the Chamber waited until three weeks prior to the event to request use of the park for the festival. So far this year there has been no request for the use of the park. I think before we grant any request for this festival that Council and the taxpayers of Whitehouse deserve some answers. Now is the perfect time to have a discussion as to what we as a village expect from this festival and the Chamber. Again, we are not necessarily opposed to the festival, we just want answers and some transparency.

Thanks - Louann

VILLAGE OF WHITEHOUSE, OHIO
ECONOMIC DEVELOPMENT COMMITTEE

CREATION OF THE COMMITTEE.

There is created an Economic Development Committee for the Village of Whitehouse, Ohio (the "Village").

PURPOSE OF THE COMMITTEE.

The purpose of the Economic Development Committee is to assist the Village in (i) facilitating the growth and revitalization of existing businesses and attracting new retail, service business, commercial and industrial development, and (ii) carrying out the economic development strategies set forth in the Economic Development Strategy and Land Use Plan adopted by Village Council on December 15, 2015, as the same may be amended from time to time.

FUNCTION AND RESPONSIBILITIES OF THE COMMITTEE

The Economic Development Committee is a working committee whose Members each undertake to identify and directly pursue opportunities to enhance economic development and promote growth within the Village. Members of the Economic Development Committee are expected to:

1. Review and understand job creation and revenue enhancement incentive packages available through the Village and other agencies;
2. Identify and evaluate business development or redevelopment opportunities within the Village;
3. Identify both general and specific businesses or types of businesses that might be drawn to the Village;
4. Work with the Village and with business and trade organizations or associations, chambers of commerce and other agencies to identify potential leads for business development opportunities;
5. Target specific companies or industries for business attraction efforts;
6. Direct contact with existing and prospective businesses regarding retention, expansion and attraction of business to the Village;
7. Actively pursue and evaluate opportunities and leads for business development;
8. Refer business opportunities to the Mayor or Village Administrator for follow up by Village, and serve as liaison between Village and potential businesses;

9. Serve as a resource for elected officials and staff to explore new economic development ideas and changes to Village policies; and

10. Promote the Village as a local and regional business community.

The Economic Development Committee and its Members shall have no authority to bind the Village or commit its funds.

MEMBERS OF THE COMMITTEE

The Economic Development Committee shall consist of five (5) members who shall not hold any Village office.

The Members of the Economic Development Committee shall be persons whose business, occupational or professional credentials, expertise or experience, or their business contacts or client base, provide relevant skills or contacts reasonably expected to enable them to identify and pursue economic growth opportunities and to accomplish the purposes of the Economic Development Committee. Examples include business owners; entrepreneurs; accountants; real estate brokers/developers; trade organizations/associations; banker/financial/investment advisors. Members of the Economic Development Committee need not be residents of the Village.

A Member of the Economic Development Committee shall not be disqualified from service or from pursuing specific economic development opportunities on behalf of the Village because such Member may have an economic interest in such opportunity, so long as the Member discloses the nature and extent of such Member's interest to the Village Administrator as soon as such interest is known to the Member.

APPOINTMENT AND TERM

The Village Mayor shall appoint all Members of the Economic Development Committee. One Member shall be selected by the Mayor. One Member shall be nominated by Village Council. Three Members shall be appointed by the Mayor with the advice and consent of Village Council.

The Member terms shall be for three (3) years, except that of the five (5) first appointed, the Member selected by the Mayor shall be appointed for a term of two (2) years, and the Member nominated by Village Council shall be appointed for a term of one (1) year. No Member shall be appointed for more than one (1) consecutive full three-year term.

The Member selected by the Mayor may be removed for cause as determined by Village Council. The Member nominated by Village Council may be removed for cause as determined by the Mayor. The other Members may be removed by the Mayor with or without cause. A vacancy occurring during the term of any Member shall be filled for the unexpired term in the same manner authorized for the original appointment.

CHAIRPERSON OF THE COMMITTEE

The Mayor, with the approval of Village Council, shall appoint one (1) Member of the Economic Development Committee to serve as Chairperson and one (1) Member of the Economic Development Committee to serve as Vice-Chairperson, each for a term of one (1) year and until such person's successor is appointed. The Chairperson shall stay advised as to the activities of all of the other Members.

COMPENSATION AND EXPENSES

Members of the Economic Development Committee will be paid the annual sum of ten thousand Dollars (\$10,000) while in service on the Economic Development Committee, payable monthly, except that the Chairperson will be paid the annual sum of fifteen thousand Dollars (\$15,000), provided that such funds are provided for that purpose in the annual appropriation ordinance and budget for the Village.

Subject to the following sentence, the Village will reimburse Members of the Economic Development Committee for reasonable, documented expenses incurred by them while in the performance of their services on the Committee, not to exceed two hundred fifty Dollars (\$250) per year. Such expenses must be approved by the Village Administrator in his sole discretion, and should be submitted to the Village Administrator in advance whenever reasonably practicable.

These amounts will be paid without deductions for taxes or other withholdings generally associated with payment of wages. The Village will report these payments to the Internal Revenue Service on an IRS Form 1099. Each Member shall be responsible for any taxes associated with the payments.

MEETINGS OF THE COMMITTEE

The Economic Development Committee will meet quarterly. Meetings will be called by the Chairperson at such times as the Members may determine. The Economic Development Committee will keep minutes of its meetings. The majority approval of the Members is required for the transaction of business.

All meetings of the Economic Development Committee will be open to the public except as otherwise permitted by applicable statutes relating to open meetings of public officials. Notice of the date, time and place of the meetings shall be posted in the manner, places and times as set forth in Section 113.01 of the Codified Ordinances of the Village of Whitehouse, Ohio.

REPORTS/REPORTING

Members of the Economic Development Committee shall refer to the Village Administrator all bona fide economic development leads or opportunities as and when they occur or exist for further action on behalf of the Village.

The Economic Development Committee shall provide a written report to the Mayor or his/her designee of the activities of the Committee and its Members following each quarterly Economic Development Committee meeting.

Each year during the Village annual budget process the Chairperson shall produce and deliver to the Mayor and Village Council a written annual report that describes business development in the Village within the past year, specific activities and accomplishments of the Economic Development Committee and its Members within the past year, progress made on the goals and strategies articulated in the Economic Development Strategy and Land Use Plan, together with economic prospects and trends for the Village, recommendation of measures with respect to economic development that should be considered by the Village in the following twenty-four (24) months, and a description of the priorities of the Economic Development Committee for the following year.



WHITEHOUSE POLICE DEPARTMENT

6925 PROVIDENCE STREET, PO BOX 2476

WHITEHOUSE, OHIO 43571

PHONE 419-877-9191

FAX 419-877-1014

MARK E. McDONOUGH, CLEE - CHIEF OF POLICE

ALLAN D. BAER - DEPUTY POLICE CHIEF

AGENCY CORE VALUES

HONESTY - INTEGRITY - RESPECT - EXCELLENCE - PROFESSIONALISM

TO: Mayor Atkinson
Village Council
CC: Jordan Daugherty, Village Administrator
Kevin Heban, Village Law Director
FR: Chief McDonough
DT: March 5, 2019
SUBJ: Semi Trucks Parking/Standing on Waterville St. at Ardagh Group

Dear Mayor and Council members:

As I have reported in the last Council meeting regarding the trucks parking/standing on SR-64 in front of Ardagh Group (10444 Waterville St.), the Police Department has been contacted by residents and members of Council regarding this matter. It has been proposed to me that the Village Council should legislate to have erected "No Parking or Standing on Roadway" signs in front of the business, in an effort to warn truck drivers not to stop/stand on the roadway.

If this is a consideration of Council, I recommend the following:

1. Schedule discussion on this matter at the next available Committee of the Whole meeting.
2. If signs are legislated, have them erected for a period of not more than six (6) months, which Council can revisit and decide if the signs should remain permanently.

The Committee of the Whole would allow the opportunity for discussion from local residents and management/employees of Ardagh to express their concerns/offer solutions.

Please note that the PD has been in discussion with employees of Ardagh, who are contacted to assist in moving the trucks into their lot when police are notified of this issue. When officers observe these incidents as part of their regular patrols, they have had truckers move off the roadway, taken enforcement action in some instances, and/or called Ardagh employees for assistance in getting the truck drivers into their lots.

If you have any questions, please contact me at your earliest convenience.

Respectfully,

Chief Mark E. McDonough, CLEE

*THE MISSION OF THE WHITEHOUSE POLICE DEPARTMENT IS TO ENHANCE THE QUALITY OF LIFE
IN OUR COMMUNITY BY PROVIDING SUPERIOR POLICE SERVICES, IN PARTNERSHIP WITH CITIZENS,
TO PREVENT CRIME AND TO ENSURE A SAFE ENVIRONMENT.*

MEMORANDUM

TO: Village of Whitehouse Council members and Mayor Don Atkinson

FROM: Steve Pilcher, Public Service Director

SUBJECT: Tuesday, March 12, 2019 – Committee of the Whole mtg.

DATE: Friday, March 8, 2019

Otsego Street
Mail Stop Evaluation

The current portion of Otsego St. under evaluation is the block lying between Texas St. and Providence St. nearest to the Post Office. The purpose of the evaluation is to review the current mail drop box placement and possible future placement.

The current mail stop box placement is approximately 90' from the intersection at Providence St. on the north side of Otsego St. Traffic flows in both directions as normal; parking is both sides of street.

The Post Office has parking in the rear of the building lot with an abandoned parking area on the south side of the building. The abandoned parking area seems to be the result of roadway improvements along Otsego Street and the proximity of the drive to the intersection being corrected. Current parking in the rear lot accommodates 4 to 5 Postal delivery vehicles as well as employee parking. The current rear lot has one drive for entrance and exiting vehicles. The rear parking lot has no usable space to relocate the post box and provide convenient access to customers.

Possible considerations for placement of postal drop box:

- Providing a traffic flow to match the post drop box roadside access would require posting the portion of Otsego Street "One Way", traveling east from Texas St. toward Providence St. and making the north side of Otsego St. from the northeast corner at Providence St. to the drive entrance at the rear parking lot posted as a "No Parking – Here To Corner" restricted parking. This would provide a traffic pattern which would pose no conflicts when postal patrons use the drop box however may pose problems for current traffic on Providence St.
- Post the north side of Otsego St. from the northeast corner at Providence St. to the drive entrance at the rear parking lot as a "No Parking – Here To Corner" restricted parking.

This would allow vehicles to pull over to the mail box for use without the possibility of conflict with parked vehicles.

- Do nothing and leave the postal drop box in the current location with traffic flow as is.

The property the Post Office is located at currently could be configured differently to accommodate an off street mail box drop, located in the rear parking lot; however this property is privately owned by Mr. Robert Schmitz and would require substantial reinvestment in the property to accomplish.

Respectfully submitted,

Steven P. Pilcher, Director of Public Service



